

G.I.G. Administrative Instructions

Approved For Release 2001/08/02 : CIA-RDP81-00728R000100010006-7

RESTRICTED

1 of 1

3 December 1946

Adm. Inst. [REDACTED]

STATINTL

CENTRAL INTELLIGENCE GROUP

STATINTL

C. I. G. ADMINISTRATIVE ORDER [REDACTED]MEDICAL CARE AND HOSPITALIZATION FOR
INJURIES SUSTAINED IN LINE OF DUTY1. Application:

This instruction is applicable to all civilian employees of the Central Intelligence Group.

2. Authority:

a. All civilian employees of the United States Government who sustain an injury while in the performance of duty are entitled to medical, surgical and hospital service by the Government in accordance with the provisions of the United States Employees Compensation Act of 7 September 1916, as amended.

b. Treatment for such an injury must be obtained from United States Government medical officers and hospitals if practicable; if these are not available, then by physicians and hospitals designated by the Bureau of Employees Compensation, Federal Security Agency.

3. Report of Injury:

a. Any injury sustained by an employee should be reported to his immediate supervisor within 48 hours on Form CA-1, Employee's Notice of Injury, etc., etc. This form, together with the supervisor's report prepared on Form CA-2, Official Superior's Report of Injury, will be submitted to the Office of General Counsel, to be filed for reference in the event of a future claim for benefits.

b. It is important that a report of injury be made in the specified time, inasmuch as failure to do so may result in disallowance of an employee's claim for compensation benefits.

4. Treatment:

a. Any employee who sustains an injury should report to the Emergency Room, 1276 Que Building,

b. If the Que Building Emergency Room is closed, treatment may be obtained at the U. S. Public Health Service Dispensary, Railroad Retirement Building, 4th Street between C and D Streets, S. W., which is open from 8:30 A.M. to 5 P.M., Monday through Friday.

c. In the case of injury at a time when neither the Que Building Emergency Room nor the U. S. Public Health Service Dispensary is open, treatment should be obtained at Providence Hospital, 2nd and D Streets, S. E., Trinidad 2000. Providence Hospital is the only hospital in the District of Columbia designated by the Bureau of Employees' Compensation for treatment of injuries sustained in line of duty, and it should only be used if the two aforementioned medical facilities are closed.

d. Civilian employees who are injured in the performance of duty while in the United States but away from Washington, D. C. should secure treatment at the nearest facility (United States Government, if available). The employee in such a case will immediately notify his superior in Washington, who will contact the Office of General Counsel. Arrangements will then be made with the Bureau of Employees' Compensation to place the injured employee in a United States Government hospital or a private hospital designated by the Bureau of Employees' Compensation, if the employee requires further treatment and is not in such a hospital.

e. Civilian employees who are stationed at overseas posts and are injured should secure treatment at the nearest facility (United States Government, if available). If such an employee is injured or becomes sick while in the performance of duty, the Chief of Mission shall make such arrangements for the patient's medical and hospital care as are necessary and appropriate.

5. Claims for Compensation:

a. If an injury results in the incapacitation of an employee for a period of time, and/or partial or complete disability and medical services or hospital-

ization is required, or time and/or wages are lost, a claim for compensation benefits may be filed on Form CA-4, Claim for Compensation on Account of Injury.

b. The above-mentioned compensation forms may be obtained from the Office of General Counsel, Administration Building, and said office will act as liaison with the Bureau of Employees' Compensation, Federal Security Agency.

c. If security considerations are involved in an injury or death case, the matter should be referred immediately to the Office of General Counsel. Such office will assist in the preparation and will forward the claim in accordance with special arrangements between CIG and the Bureau of Employees' Compensation whereby such cases may be handled with a high degree of security.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL



Deputy Executive for Personnel
and Administration